

**Water/Wastewater Commissioners’  
Meeting Minutes  
June 7, 2011**

Present: Robert E. Courage, Chairman  
Michael E. Putnam, Vice-Chairman  
Dale A. White, Member  
David Boucher  
Evelyn Gendron

**Call to Order:**

Chairman Courage called the meeting to order at 6:00 p.m.

**Decisions:**

Approval of Final Minutes – Commissioner White made the motion to approve the minutes of the meeting held on May 24, 2011 with one amendment. Vice-Chairman Putnam seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the May 2011 Bill Commitment 110531 and for the May 2011 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the May 2011 Bill Commitment 110531 and for the May 2011 Final Bills issued.

Sewer Abatement Requests – The Commissioners approved the following sewer abatement requests as follows:

7 Cottage Street – Chairman Courage made the motion to approve this sewer abatement request in the amount of \$686.44 due to a broken hot water tank that flooded the homeowner’s basement, and based upon the recommendation of Superintendent Boucher. The water did not enter the sewer system and the hot water tank has been replaced. Water usage being abated is 16,501 cubic feet. Commissioner White seconded the motion. All voted in favor.

63 Boxwood Circle – Vice-Chairman Putnam made the motion to approve this sewer abatement request in the amount of \$214.39 due to a large spike in water consumption, believed to have been caused by ice that had fallen from the roof resulting in the outside spigot turning on, and based upon the recommendation of Superintendent Boucher. The situation has been rectified by the homeowner. Water usage being abated is 6,438 cubic feet, which didn’t enter the sewer system. Commissioner White seconded the motion. All voted in favor.

2 Colonial Court – Vice-Chairman Putnam made the motion to approve this sewer abatement request in the amount of \$258.41 on a one-time basis for water used for lawn care purposes, based on the recommendation of Superintendent Boucher and since the homeowner will install

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an outside irrigation meter. The amount of usage to be abated is 7,760 cubic feet. Commissioner White seconded the motion. All voted in favor.

589 Elm Street – Commissioner White made the motion to approve this sewer abatement in the amount of \$ 0.42 due to a billing error, since the customer is only using the public water system. The amount of usage to be abated is 10 cubic feet and the account has since been updated to reflect there is no sewer connection. Vice-Chairman Putnam seconded the motion. All voted in favor.

Categorizing Commercial, Residential, and In-Home Businesses for Sewer Billing Purposes – Mrs. Jessica Hardwick, Water Utilities Billing Clerk, was present this evening to obtain clarification of the in-home machine-shop business billing category, since some billing accounts were not correctly reflected when the MUNIS database was established in 2002. Upon discussion, Chairman Courage said that when sewer rates were established and the wastewater treatment facility was built, a sewer committee was established and a sewer rate study was completed by an outside consultant. One- and two-family homes were categorized as residential, and anything beyond was categorized as commercial or industrial insofar as water use was concerned, since Zoning Department definitions are not applicable to the water and sewer rates, which is \$3.33 or \$4.16 depending on the domestic water usage.

Mrs. Hardwick inquired as to whether a single family home becomes converted to a three-family home, should the quantity of individual water meters at a location establish whether billing should be changed to reflect a “commercial” account versus residential. It was reiterated that the identification of the one- and two-family homes be residential, not commercial, with the quantity of the water meters not being the reason for changing categories. The Board of Commissioners welcomes Mrs. Hardwick’s review of the Water Use Ordinance and presentation of an amendment should further clarification be helpful with billing account consistency. Mrs. Hardwick thanked the Board for the opportunity for tonight’s discussion.

Approval of Union Street Project Expenses – Upon discussion of the three price quotes obtained by Superintendent Boucher for material lists needed for the Union Street Water Main Replacement Project as follows:

E. J. Prescott	= \$28,820.24
Vellano Brothers	= \$29,603.64
H. R. Prescott	= \$29,015.50

Vice-Chairman Putnam made the motion to approve spending \$28,820.24 to obtain the materials needed for the Union Street Water Main Replacement Project, based upon the recommendation of Superintendent Boucher, thereby accepting the bid price of E. J. Prescott. Chairman Courage seconded the motion. All voted in favor.

Approval of the Capital Reserve Transfer of Funds – Upon the recommendation and documentation of expenses presented by Superintendent Boucher, Vice-Chairman Putnam made the motion to approve the transfer of \$50,000.00 from the Water Capital Reserve account to the Curtis Well #2A Project, to cover future project costs, as recommended by Superintendent Boucher. Chairman Courage seconded the motion. All voted in favor. Chairman Courage signed the form to withdraw funds from the Water Capital Reserve account.

Air Conditioning Compressor Replacement – Upon the recommendation and documentation of price quotes to repair the air conditioning compressor at the Water Utilities Department Administration Building, as presented by Superintendent Boucher, Vice-Chairman Putnam made the motion to approve the selection of DMI Mechanical Contractor of Amherst to replace the air conditioning compressor, in the amount of \$11,374.00. Commissioner White seconded the motion. All voted in favor.

**Discussion/Information Items:**

Sewer Rate Study - Update – Superintendent Boucher said that after the financial audit, the rate study variables will be discussed further with Mr. Sheehy, Finance Director, Town Administrator Scaife. Commissioner White will be included in the discussions so that he can learn the process of determining municipal rates.

Curtis Well Field - Update – Superintendent Boucher distributed emails received from Chris Berg, Wright-Pierce, and explained that bulk water haulers have been temporarily prevented from obtaining water due to the dry conditions and high water demands.

Activities Report – Reviewed by the Commissioners.

Wilton Water Commissioners/Wilton Road Subdivision – Email From Sarah Marchant – Superintendent Boucher distributed the email received from Sarah Marchant, Town Planner on June 6, 2011, regarding a meeting planned for June 15<sup>th</sup> about the planned water line and its future connection to Milford. Superintendent Boucher said he would find out where the flow test was performed and speak further with Mrs. Marchant.

**Future Appointments/Meetings:**

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, June 21, 2011 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

A motion to adjourn the regular meeting was made by Commissioner White at 7:00 p.m. Chairman Courage seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

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Robert E. Courage, Chairman

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Date

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Michael E. Putnam, Vice-Chairman

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Date

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Dale A. White, Commissioner

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Date